

- the first 4 characters indicate the employer's organization number which is assigned by DRS. If you do not know your organization number, contact ESS at (360) 664-7200 or 1-800-547-6657;
- the next 4 characters should reflect the month and version number; and
- the three-character extension indicates format of the data.

—TAB for ASCII tab delimited format

—FIX for ASCII fixed length format

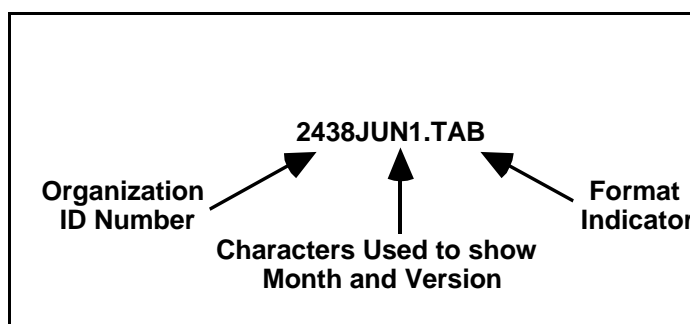


Figure 8-24

### Step 6—Prepare Your Diskette

Save your transmittal report on a diskette as one file (you can combine more than one report in your file). Send only the current month's report. If you have used the diskette for previous reports, delete any old information still stored on the diskette.

### Step 7—Label the Diskette

Each diskette you send to DRS must have an outside label. Include the following information on the label:

- employer name;
- employer address;
- DCP report or retirement report;
- file name for the electronic file on the diskette;
- report period; and
- your DRS-assigned organization ID. If you need to verify your organization ID, contact ESS at (360) 664-7200 or 1-800-547-6657.

### Step 8—Address and Mail Your Diskette

Be sure to use appropriate packaging to ensure that your diskette is not damaged. The address for mailing will depend upon the carrier you use.

#### Retirement Systems

*Federal Express or  
United Parcel Service*

DRS Transmittal Unit  
6835 Capitol Blvd.  
Tumwater, WA 98501

*United States Postal Service*

DRS Transmittal Unit  
P.O. Box 48380  
Olympia, WA 98504-8380

#### DCP

Be sure to use appropriate packaging to ensure that your diskette is not damaged. The address for mailing the diskette and associated payment will depend upon the carrier you use.

*Federal Express or  
United Parcel Service*

Dept. of Retirement Systems  
6835 Capitol Blvd.  
Tumwater, WA 98501

*United States Postal Service*

Dept. of Retirement Systems  
P.O. Box 9018  
Olympia, WA 98507-9018

**Note:** The diskette and Payment Advice form must be mailed together.

### Step 9—Submit a Test Diskette

If you are changing to diskette reporting from another method, contact ESS so they can work with you to send a test diskette. ESS will pre-edit the test file to ensure the file can be read and that the data is in the correct format. You should continue to submit transmittal reports using your current method until you are notified by ESS of a successful test. *Test file names should include the word test after your organization id: 2438TEST.TAB or 2438TEST.FIX.*

### Step 10—Begin Regular Reporting by Diskette

Once a test is successful, you will be notified that you can begin using a diskette to send transmittal reports. ESS will return your diskette after each monthly transmittal report has been processed.

### Step 6—Name Your FTP File

See Figure 8-25 for an example of naming your electronic files using the following convention:

- the first four characters indicate the organization identification number assigned by DRS. If you do not know your organization ID, contact ESS at (360) 664-7200 or 1-800-547-6657;
- the next four characters should reflect the month and version number and/or DCP1 or DCP 2 if you are submitting a DCP report; and
- the three-character extension indicates format of the data.
  - TAB for ASCII tab delimited format
  - FIX for ASCII fixed length format

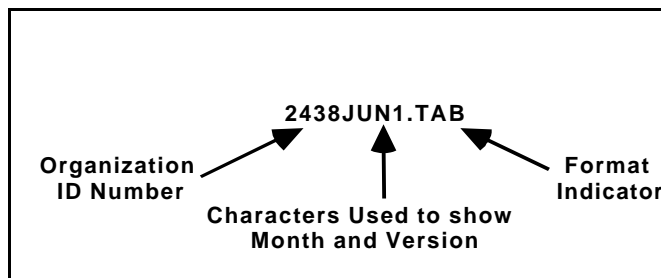


Figure 8-25

### Step 7—Submit a Test FTP file to DRS

If you are changing to FTP reporting from another method, contact ESS so they can work with you to send a test file. ESS will pre-edit the test file to ensure the file can be read and the data is in the correct format. You should continue to submit the monthly transmittal report using your current method until you are notified by ESS of a successful test. *Test file names should include the word test after your organization id: 2438TEST.TAB or 2438TEST.FIX.*

### Step 8—Begin Reporting via FTP

Once a test is successful, you will be notified that you can begin using FTP to send transmittal reports. Each weeknight, DRS will search your directory for files with appropriate file names. DRS will process the file the evening of the day you transmit the file. To confirm receipt of the file, DRS generates an E-mail message to you by the end of the day in which you sent your file.

After the file is processed, DRS will delete the file from your assigned directory. If you discover the file you sent has an error, re-transmit a

correct file with the same file name and it will replace the original file you sent if the original file has not been processed. (Processing begins at 5 p.m. Pacific Standard Time.) DCP reports must be received by 9 a.m. Pacific Standard Time or they will be processed the following day.

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## Reporting via Dataset

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### How to Report via Dataset

To submit your transmittal report via dataset, create a single electronic file containing both detailed transactions and the summary record information. Save the file and transmit the file to DRS by the due date.

### What You Can Report via Dataset

You can use a dataset to submit:

- regular transmittal reports; and
- correction transmittal reports (does not apply to DCP reporting).

### What You Will Need

To submit datasets you will need:

- computer hardware and software that can prepare a dataset in the necessary data format;
- a DIS account;
- a completed DRS Data Sharing Agreement; and
- the ability to transmit datasets to the DIS IBM System 390 MVS mainframe computer in Olympia if the dataset is created on your own computer, or create the dataset on the DIS computer. The dataset method of electronic transmittal reporting is recommended only for an employer who has already established an account with DIS.

### Advantages of Dataset Reporting

Dataset transmittal reporting allows you to eliminate the time and costs of mailing a diskette or paper report. Dataset reporting also allows DRS to update members' and participants' accounts and respond to your regular transmittal report more effectively.

## **Getting Started with Dataset Reporting**

### **Step 1—Establish a DIS Account**

Before you can send transmittal reports via dataset, you must have an account with DIS. A DIS-provided user ID is also needed to create a dataset on the DIS mainframe. This account and user ID are separate from any agreements with DRS. If you do not already have an account with DIS, call ESS at (360) 664-7200 or 1-800-547-6657 to begin the process.

### **Step 2—Complete a DRS Data Sharing Agreement**

Before reporting via dataset, you will need to complete a Data Sharing Agreement with DRS. This agreement spells out the responsibilities of both parties who are sharing data. Contact ESS at (360) 664-7200 or 1-800-547-6657 and an agreement form will be sent to you.

Once DRS has received a signed Data Sharing Agreement, your security profile will be established. A security profile is necessary for DRS to accept your electronic file via dataset.

### **Step 3—Prepare Your Transmittal Information**

The preliminary step of preparing your transmittal report information is the same for dataset reporting as for any other method. You will use your payroll information to determine the detailed transmittal reporting transactions you need to submit to DRS.

### **Step 4—Create a Summary Record**

Each transmittal report to DRS includes two parts:

- the detailed transmittal report transactions for each member or participant; and
- the summary record totals (such as compensation and contributions) that equal the sum of the detailed transactions.

After you have determined the detailed transactions you need to transmit to DRS, create a summary record to include with your detailed transactions.

### **Step 5—Create an Electronic File of Your Transmittal Report**

Save both the detailed transactions and the summary record in a single

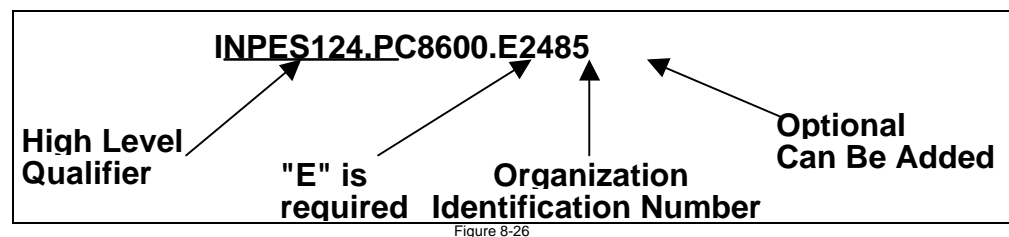
electronic file. You may place the summary record at either the beginning or the end of the file. The EBCDIC data format must be used to report via the dataset method.

**Note:** The data format options DRS will accept are described on page 8—38. The formats standardize the order of the data in your report so that DRS can read your electronic file and process the transactions. Your choice will be based on the type of hardware and software you have available.

### Step 6—Name Your Dataset

See Figure 8-26 for an example of naming your dataset using the following convention:

- The file name must begin with the following two qualifiers: INPES124.PC8600. Be sure to include a period between each qualifier. For DCP reporting, add “30” (PC860030).
- Begin the next qualifier with an E. The following four digits are the employer’s organization number which is assigned by DRS and is part of the data sharing agreement.
- You have the option of using additional qualifiers to identify your dataset. Each qualifier can be up to eight characters, and must start with an alpha/numeric character. Separate each qualifier with a period. The total length of the name must not be more than 44 characters.



### Step 7—Submit a Test Dataset to DRS

If you are changing to dataset reporting from another method, contact ESS so they can work with you to send a test file. ESS will pre-edit the test file to ensure the file can be read and the data is in the correct format. You should continue to submit the monthly transmittal report using your current method until you are notified by ESS of a successful test. *Test file names should include PC8400 (retirement reporting) or PD8003 (DCP reporting) after INPES124: INPES124.*